Quick Reference Guide
ADD A DEPENDENT

King County

1. Go to *www.kingcounty.gov/employees/openenrollment*.

2. Click the online Open Enrollment link *www.kingcounty.gov/mybenefits* at the top right corner of the screen and follow the instructions to sign in to the online Open Enrollment system.

3. Sign in to your personal employee benefit account and navigate to the Open Enrollment screen by clicking on *My Benefits* on the left side of the screen and then *Open Enrollment*.

4. Enter Open Enrollment by following instructions and clicking on *Proceed to Open Enrollment.*

5. Click on the *Edit* button next to your medical coverage and click *Add/Review Dependents*.

6. Your Enrollment Dependent Summary screen will open. Click the *Click Here to Add a Dependent* link at the top of the screen.

7. The *Dependents Personal Information* screen will open. Complete the form and verify the information is correct before clicking *Save.* Click *Ok*.

8. Click *Return to Enrollment/Dependent Summary* link at the bottom of the screen to return to *Enrollment Dependent Summary* screen.

9. Click *Return to Event Selection* link at the bottom of the screen to return to *Medical* screen.

10. To enroll new dependent in medical coverage checkmark their name by clicking on the small box ☑ to the left of their name and clicking *Continue* at the bottom of the screen.

11. Verify all information and that the new dependent is enrolled in the correct medical plan. If all information is correct, click *Ok* to return to the main *Open Enrollment* screen.

12. Verify that the correct coverage (medical, dental, vision) is correctly selected next to the name of each dependent under the *Covered Dependents Summary* section.

13. If you wish to add your new dependent to your dental and/or vision coverage you must follow the same steps as above for both *Dental* and *Vision* by clicking on the *Edit* button next to each.

14. If you have no other changes, follow the instructions at the bottom of the main *Open Enrollment* screen by clicking *Submit* to submit your open enrollment choices to the benefits department. **If you do not submit your changes, they will not be processed!**